



# DES PLAINES PUBLIC LIBRARY

Work. Learn. Play. [dppl.org](http://dppl.org)

## BOARD OF TRUSTEES Minutes of the Regular Meeting September 27, 2018

### I. CALL TO ORDER.

The regular meeting of the Des Plaines Public Library Board of Trustees was held in the second floor conference room on Thursday, August 23, 2018. President Gregory Sarlo called the meeting to order at 7:00 p.m.

### II. ROLL CALL.

Roll call indicated the following board members were present: Kristen Graack, Nicholas Harkovich, Denise Hudec, Bruce Lester, Umair Qadeer, Gregory Sarlo, Earl Wilson, Carol Kidd.

Absent: Vincent Rangel.

Also present: Holly Richards Sorensen, Roberta Johnson, Jo Bonell, Stephanie Spetter, Michelle Meyer-Edley, Heather Imhoff, Christopher Renkosiak, Don Sofolo, Mike Ruter, John Leach.

### III. PLEDGE OF ALLEGIANCE.

### IV. CONSIDERATION OF THE AGENDA.

MOTION by Denise Hudec, seconded by Kristen Graack, to approve the agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

V. OATH OF OFFICE.

Christopher Renkosiak took the oath of office

VI. PUBLIC COMMENTS AND QUESTIONS.

John Leach, Friends of the Library, informed the board that John Jasionowski, President of Friends of the Library passed away. John Leach stated that he would be acting President.

The Friends book sale will be October 12 – 14, 2018.

VII. CITY COUNCIL COMMUNITY SERVICES COMMITTEE – Alderman Malcolm Chester.

Alderman Chester was not in attendance.

VIII. CONSENT AGENDA.

MOTION by Bruce Lester, seconded Kristen Graack, to approve the Consent Agenda, as presented. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

IX. NEW BUSINESS.

- A. Approve Payment of Vendor Checks Report and ACH Payments - \$316,172.98. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment of vendor checks and ACH Payments in the amount of \$316,172.98 as listed on the vendor checks report of August 2018 and authorize Library Director Holly Richards Sorensen to have transferred the amount required to the library's operating account. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

- B. Approve Payment to Ebsco - \$29,550.28. [Action Item]

MOTION by Kristen Graack, seconded by Umair Qadeer, to approve payment to Ebsco in the amount of \$29,550.28. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

C. 2018 Desktop Lifecycle Replacement. [Action Item]

Library Director Holly Richards Sorensen stated that the 2018 Desktop Lifecycle Replacement is part of the library's four-year lifecycle program. Outsource Solutions Group submitted the lowest quote in the amount of \$20,153.97 for 31 computers.

Trustee Earl Wilson stated the board packet did not include the actual quotes from the three vendors for the desktop computers. Trustee Earl Wilson asked if the exact specifications were given to all vendors. Don Sofolo, President of Outsource Solutions Group, replied that exact model number and specifications were given to all vendors.

MOTION by Umair Qadeer, seconded by Denise Hudec, to approve the proposal from Outsource Solutions Group in the amount of \$20,153.97 for the 2018 Desktop Lifecycle Replacement. VOTE: AYES: Graack, Harkovich, Hudec, Lester, Qadeer, Renkosiak, Sarlo. NAYS: Wilson. MOTION CARRIED.

D. Report Out Management Committee Action, September 27, 2018 – Denise Hudec.

Chair Denise Hudec reported that the Management Committee met and discussed changes to job descriptions and library policies.

MOTION by Committee, to approve global changes to all job descriptions, as corrected, to change the Materials Services Manager, Creative Services Manager and Metadata and Cataloging Specialist to exempt status and to approve changes to Page I, Page II, School Liaison Librarian, Metadata and Cataloging Specialist job descriptions, as corrected and to approve changes to B – Collection Development Policy, C-1 Registration Eligibility, C-5 Use of Public Bulletin Board and C-6 Public Meeting Room Use, as corrected. VOTE: AYES: All. NAYS: None. MOTION CARRIED.

X. ANNOUNCEMENTS.

A. National Library Month Card Sign-up – Michelle Meyer-Edley.

Head of Patron Accounts and Materials Services, Michelle Meyer-Edley, presented a short video on the success of National Library Month Card sign-up at the Des Plaines Public Library.

XI. CORRESPONDENCE.

XII. OTHER.

Trustee Bruce Lester stated that the library will host a dedication of the terrace to President Gregory Sarlo on Friday, October 5, 2018 at 5:30 p.m.

XIII. ADJOURNMENT.

MOTION by Umair Qadeer, seconded by Nickolas Harkovich, to adjourn the regular meeting. VOTE: AYES: All NAYS: None. MOTION CARRIED.

Meeting adjourned at 7:42 p.m.

Minutes prepared Carol Kidd.